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MEMORANDUM FOR: Chief, Office of Planning, Programming and Budgeting  
SUBJECT : Expression of Appreciation re: [REDACTED]

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1. Last week on 22 and 23 October the Annual Records Management Conference was held at the [REDACTED]. It was attended by 82 Records Officers and personnel directly concerned with the Agency's Records Management Program. The theme this year concentrated on microminiatization and automation in order to focus the attention of the Records Officers on possible systems for the records left after the current purge.

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2. Judging from observations of participants and Conferencee, [REDACTED] talk and movie "Introduction of Automation" was one of the highlights of the program. Although the era of automation is upon us, the why's and how's of automated systems in the field of Records Management is generally unappreciated. [REDACTED] succeeded in clarifying ADP for the novice and to the resourceful presenting automation as a means -- tangible in nature -- through which records and office procedures may be streamlined and made more efficient. We recognize that the impact of [REDACTED]'s effort will not be known for sometime but we were none-the-less impressed by the positive response he has stimulated initially.

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3. Please accept my appreciation in behalf of the Agency Records Administration Officer and his Staff for the important contribution [REDACTED] of your Office contributed to the success of the Conference.

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[REDACTED]  
Chief, Support Services Staff

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1 - SSS Subject

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1 - RAB Subject (Conference) ✓

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